



# Somerset and Somerset Berkley Regional School Districts

*All Students Achieving Excellence*

## NEW HIRE CHECKLIST Part-Time Employee- Student

Please visit the School's website at [somensetschools.org/Departments/Human-Resources/](http://somensetschools.org/Departments/Human-Resources/) to find all of the required forms listed below and any information necessary to enroll for your position.

Name: \_\_\_\_\_ Position: \_\_\_\_\_ School: \_\_\_\_\_

### **Required Documents to work**

- \_\_\_\_\_ W-4 Federal Income Tax Withholding
- \_\_\_\_\_ M-4 State Income tax withholding (**Only required if different from Federal Withholding**)
- \_\_\_\_\_ I-9 Employment Eligibility Verification (**Must include supporting documentation**)
- \_\_\_\_\_ Direct Deposit Form (**Voided check needed**)
- \_\_\_\_\_ Cori Form
- \_\_\_\_\_ Fingerprint (**Instructions**)
- \_\_\_\_\_ Social Security Statement
- \_\_\_\_\_ Conflict of Interest
- \_\_\_\_\_ Letter of Reasonable Assurance
- \_\_\_\_\_ Sexual Harassment Policy (file: ACAB)

### **Additional Documents**

- \_\_\_\_\_ Emergency Contact form
- \_\_\_\_\_ EPIMS
- \_\_\_\_\_ OBRA Overview (Bencor)

CORI Request	Pending		Received	
SORI Request	Pending		Received	
Fingerprints	Pending		Received	

All forms are located at: <http://www.somensetschools.org/Departments/Human-Resources/HR-Required-Forms>